

CITY OF SHEBOYGAN

RECORDS SPECIALIST CLERK Grade 3

Code A10031A

Reports to: Adm. Asst/Officer Supvr

Department: Police

Classification: Non-Exempt

Division: Non Rep

Date: 9/11/2009
Updated 7/8/2013

Approved: Gen Ord 12-09-10
Approved: Salaries & Grievances

Nature of Work:

Under general supervision, performs diverse and responsible statistical, typing and clerical duties requiring individual judgment, initiative, and specialized knowledge in carrying out procedures and applying laws and regulations. Position includes police desk duties and hours of work may include weekends and holidays on a rotating schedule.

Typical Duties: (These examples do not list all the duties which may be assigned.)

1. *Performs diverse office functions.
2. *Develops and implements procedures for expediting the flow of clerical work.
3. *Develops, maintains responsibility for, and recommends needed improvements on an efficient filing system.
4. *Adjusts complaints or supplies information explaining involved department procedures, making decisions based on procedures and regulations.
5. *Perform background checks on city permits and licenses.
6. *Operates and handles the routine upkeep of special office equipment such as copiers, microfilm, scanning devices and digital transcription system(s).
7. *Review, enter and process all criminal complaints, non-reportable and state accident reports.
8. *Review, enter and process all traffic and municipal citations.
9. *Assist Court Services with processing of TraCS citations.
10. *Enter court dispositions of citations.
11. *Correspond to the appropriate personnel over incomplete incident reports or reports that are missing the required paperwork.
12. *Transcribe police reports from digital transcription system(s).
13. *Create spreadsheets, paperwork and/or other correspondence upon request.

- 14.*Maintains and enters into AS/400 computer system all parking ticket information.
- 15.* Receives payments, makes receipts and audits accounts at year end.
- 16.*Maintain an efficient filing system, and prepare records for annual Retention Schedule.
- 17.* Regularly acts as substitute for the Department Secretary positions.
- 18.* Receives and screens telephone calls and visitors.
- 19.* Knowledge of the Wisconsin TIME system. Composes and transmits, receives and interprets **TIME system messages to other law enforcement departments and government agencies. Responsible for complying with **TIME system policies and operational procedures. Routes all TIME messages received to the proper department. Enters, modifies, supplements, and cancels all **TIME system data files as required by TIME system policies and procedures.
- 20.*Perform various functions with regard to processing TraCS citations, warnings and accident reports.
- 21.* Assists evidence/property control officer in controlling and disposing of evidence and lost property and keeps accurate records.
- 22.*Perform scanning functions with regard to attachments to law incidents.
- 23.*Produce monthly newsletter.
- 24.*Create and process employee ID and photos.
- 25.* Responsible for answering incoming non-emergency administrative calls at the police desk from the public, as well as handling walk-in public contact at the police desk.
- 26.* Accepts bail bond and parking ticket monies.
- 27.* If necessary, obtains accurate and complete information and forwards/transfers this information to the Sheboygan County Consolidated Dispatch Center in order for that agency to dispatch police, fire, and EMS to emergency and non-emergency calls within the City of Sheboygan.
- 28.*Process deferred response complaints received over the telephone, at the police desk, or by other means.
- 29.* Monitors departmental camera security systems, facility entrances, and takes proper action as necessary.
- 30.*May be required to serve subpoenas to walk-in public.
- 31.*Maintain positive working environment and interaction with all other city departments.
- 32.*Performs related work as assigned.

*Essential Functions (**TIME =Transaction Information for the Management of Enforcement

Minimum Qualifications:

1. A thorough knowledge of office methods, practices and data processing equipment.
2. Ability to learn the laws, ordinances, and regulations with respect to functions performed within three months.
3. Ability to keyboard at a speed of at least 60wpm with no more than seven (7) errors as demonstrated in pre-employment testing examinations; language arts, business mathematics, clerical time accuracy test, etc.
4. Solid knowledge of personal computer(s); advancement in knowledge or skilled in Microsoft Word, Excel and PowerPoint, and proficiency in the three (3) applications, including but not limited to AS/400, CRIME and Spillman.
5. Skill in handling difficult and complex office situations.
6. Ability to exercise good judgment, courtesy and tact in receiving office calls and making proper disposition of problems.
7. Ability to maintain effective relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
8. Ability to keep accurate financial records and make reports.
9. Completion of a standard high school course(s) or its equivalent; and at least four (4) years of progressively responsible typing and clerical experience.
10. Ability to handle sensitive matters on a confidential basis.
11. Ability to become Wisconsin Time System certified within six (6) months and to be re-certified every two (2) years.
12. Successfully pass an extensive background check and drug test.